

Defense Travel System

DTS Self Registration Instructions

DTS Self Registration Instructions

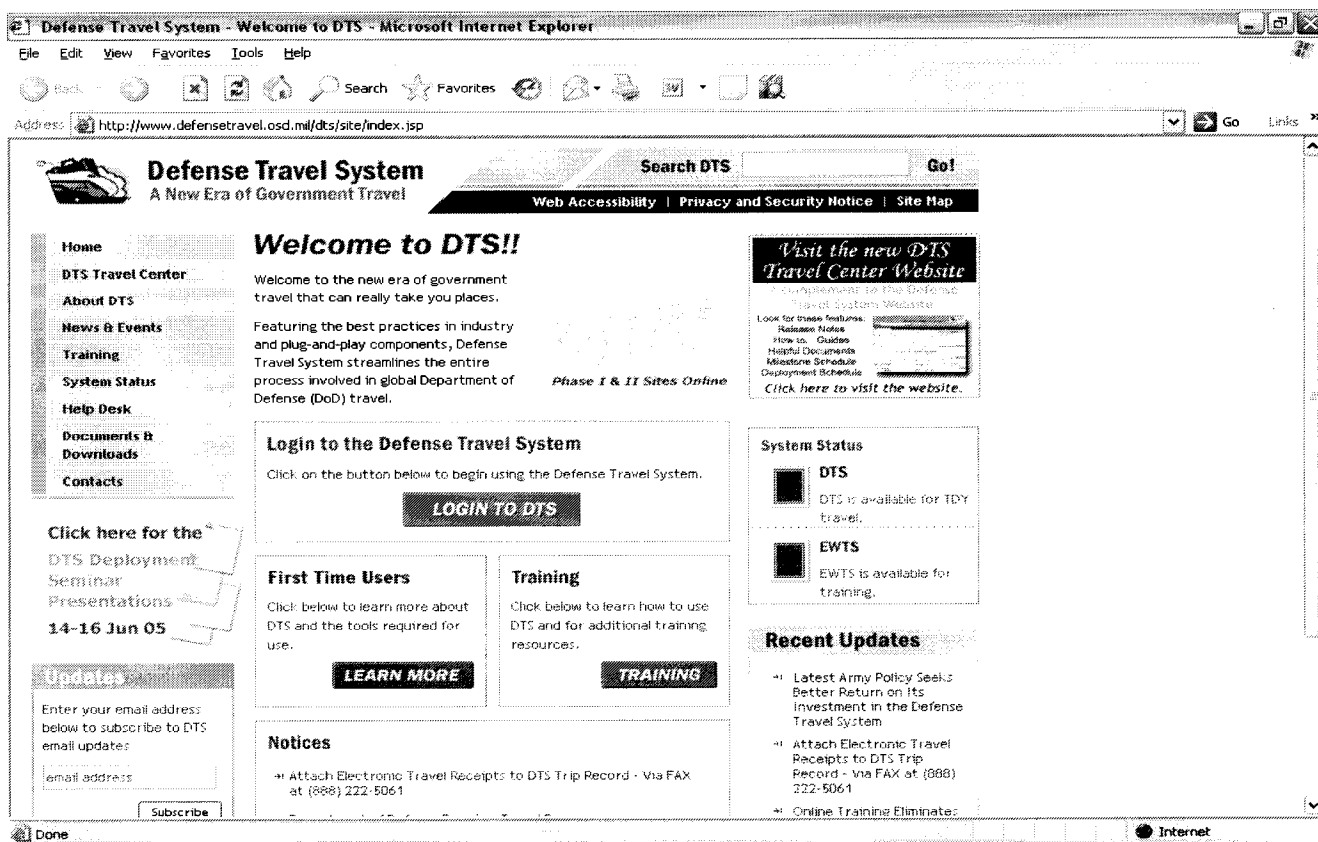
1. TO ACCESS DTS WEB SITE CLICK ON LINK BELOW OR TYPE THAT ADDRESS ON YOUR MICROSOFT EXPLORER ADDRESS BAR..

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

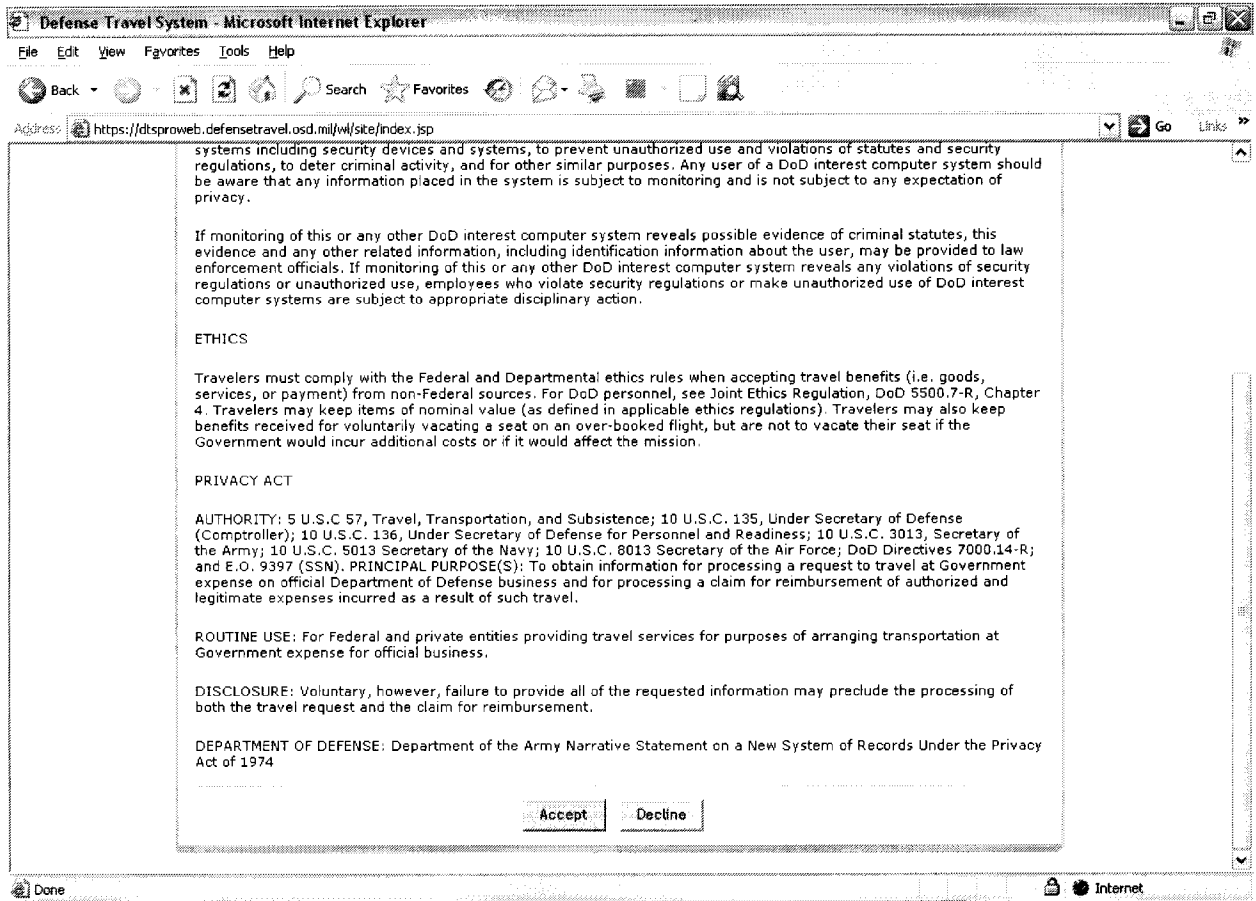
You will then be taken to DTS home page.

See below.

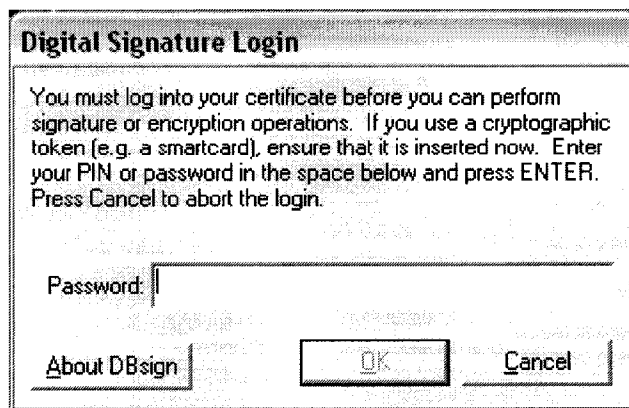
2. *Insert your CAC card into your computer CAC reader.*



3. Click on the Green button that says *Login to DTS*. You will then get the Privacy and Ethics Policy. Read and click *Accept* See Below



4. You will then be asked to enter your CAC Pin and click Ok.
See Below



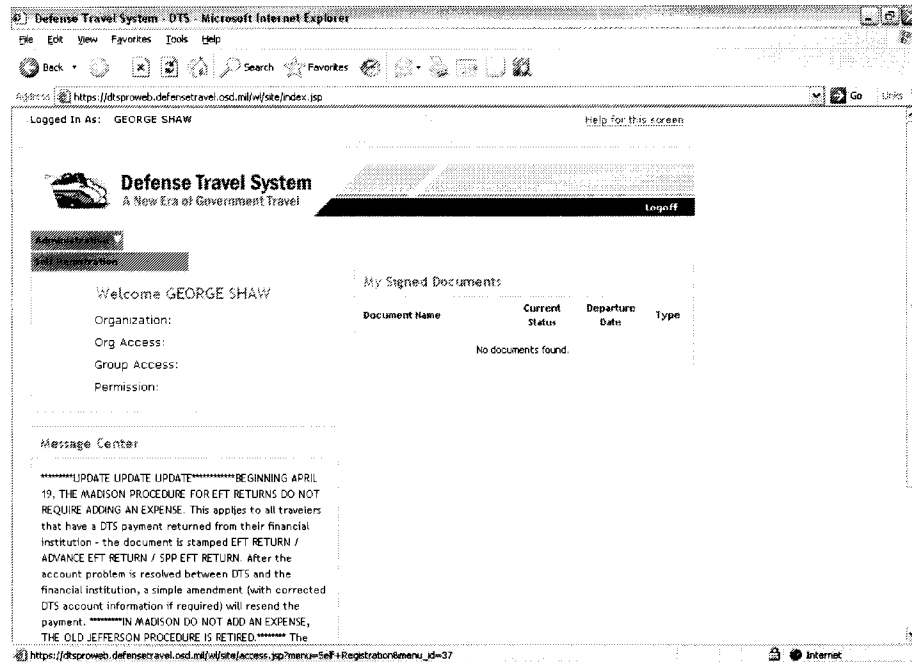
5. Upon your CAC signature being verified you will be asked to activate your user account by entering your SSN# twice then click submit. *See Below*

The screenshot shows a web browser window titled "Defense Travel System - Microsoft Internet Explorer". The address bar displays "https://dtsproweb.defensetravel.osd.mil/wj/site/get_ssn.jsp". The page content includes the "Defense Travel System" logo and the tagline "A New Era of Government Travel". Below this, the heading "User Activation" is followed by the message "Your user account needs to be activated". A paragraph of instructions states: "If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)". There are two input fields labeled "Enter Social Security Number:" and "Reenter Social Security Number:". At the bottom of the form are "Submit" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

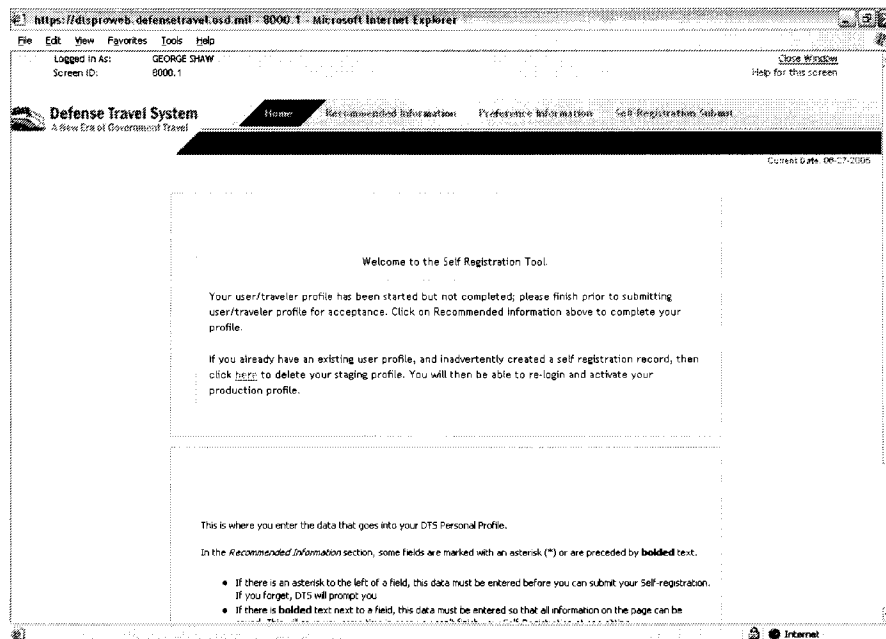
6. If you are not already in the system you will get the screen below. Click on the self register button. *See Below*

The screenshot shows a web browser window titled "Defense Travel System - Microsoft Internet Explorer". The address bar displays "https://dtsproweb.defensetravel.osd.mil/wj/site/validateSsn". The page content includes the "Defense Travel System" logo and the tagline "A New Era of Government Travel". Below this, the heading "User Activation" is followed by the message "The SSN you typed in does not match any existing record in the system." A paragraph of instructions states: "If you have an existing profile -- but might have entered the wrong SSN, then return to User Activation to re-attempt profile activation. Please note that you must enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)". Another paragraph states: "Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the 'Self Register' button to enter your individual profile data." A final paragraph states: "Otherwise, select the 'Cancel' button to terminate the activation process." At the bottom of the form are "Self Register" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

7. You will then arrive at the screen below which is your personal homepage. Click on Administrative tab then select Self registration. *See Below*



8. You will then be taken to the self registration tools. Click on the tab for **Basic Information**. *See Below*



Required Personal Information

9. Your name and SS# will be populated in the respective fields. You will complete the following fields:

- a. Gender
- b. Email Address (**AKO**)
- c. Mailing address (**APO**)
- d. City will be APO and state AE. Click search icon, place option button to “**ALL**”

enter “**AE**” in **CODE**, search and select. *See Below*

https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Field with '*' is a required field when you submit on the SELF-REGISTRATION SUBMIT page.

Fields with a **bolded Field Name** are required to save data on the CURRENT page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name > GEORGE

Last Name > SHAW

Middle Initial >

SSN > 587161677

Gender > N/A

* Email Address >

MAILING ADDRESS

* Mailing Street 1 >

Mailing Street 2 >

* City >

* State / Country >

Click on the icon to select a value

* Zip / Postal Code >

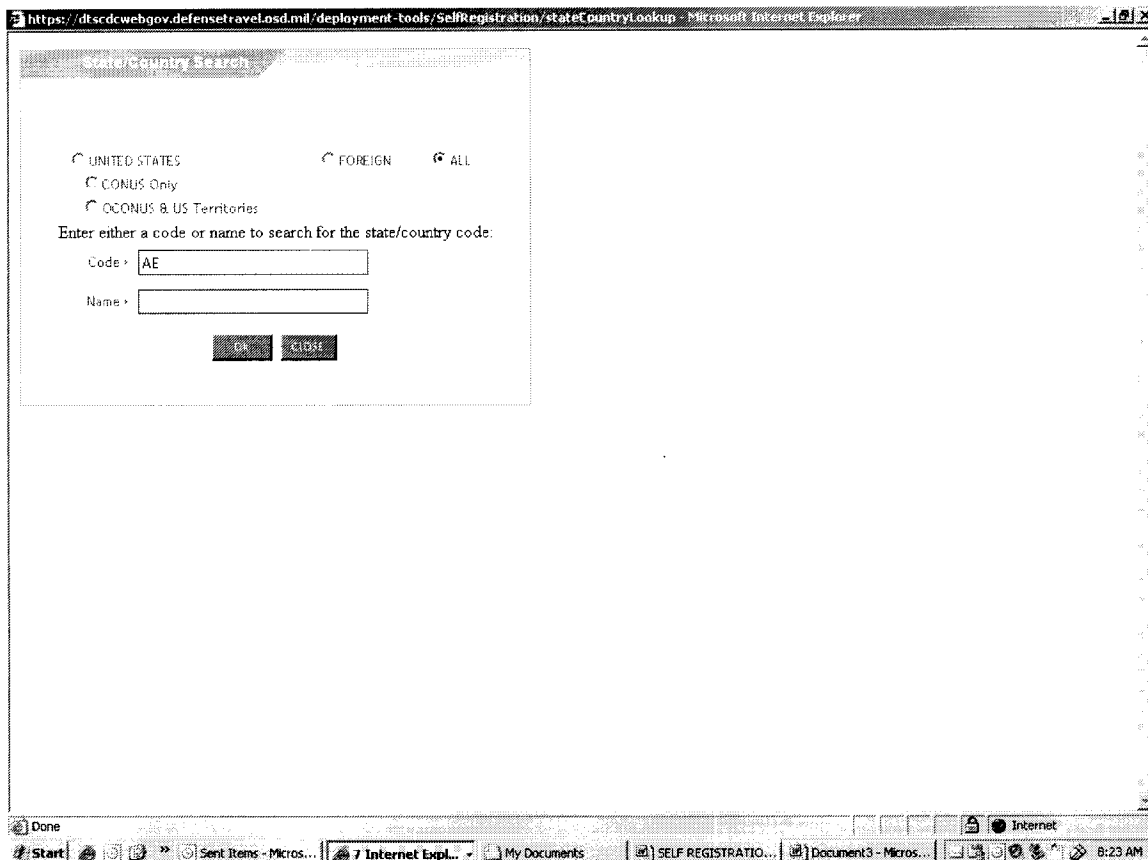
Is this the same as Residence Address? > ☐ Yes

☒ No (If not, we'll ask you for it on the Preference Information page.)

REQUIRED WORK INFORMATION

Civilian / Military > Civilian

Done Internet




10. Select Civilian or Military followed by rank and status (Active or Reserve) if Military.

REQUIRED WORK INFORMATION

Civilian / Military > **Civilian**

Title / Rank > **AD-00**

Tech Status > ☐ Yes ☒ No


* Organization >  *Click on the icon to select a value

Service / Agency of Assignment >

Office Street 1 >

Office Street 2 >

City >

State / Country >  *Click on the icon to select a value

Zip / Postal Code >

Time Zone > **GMT**

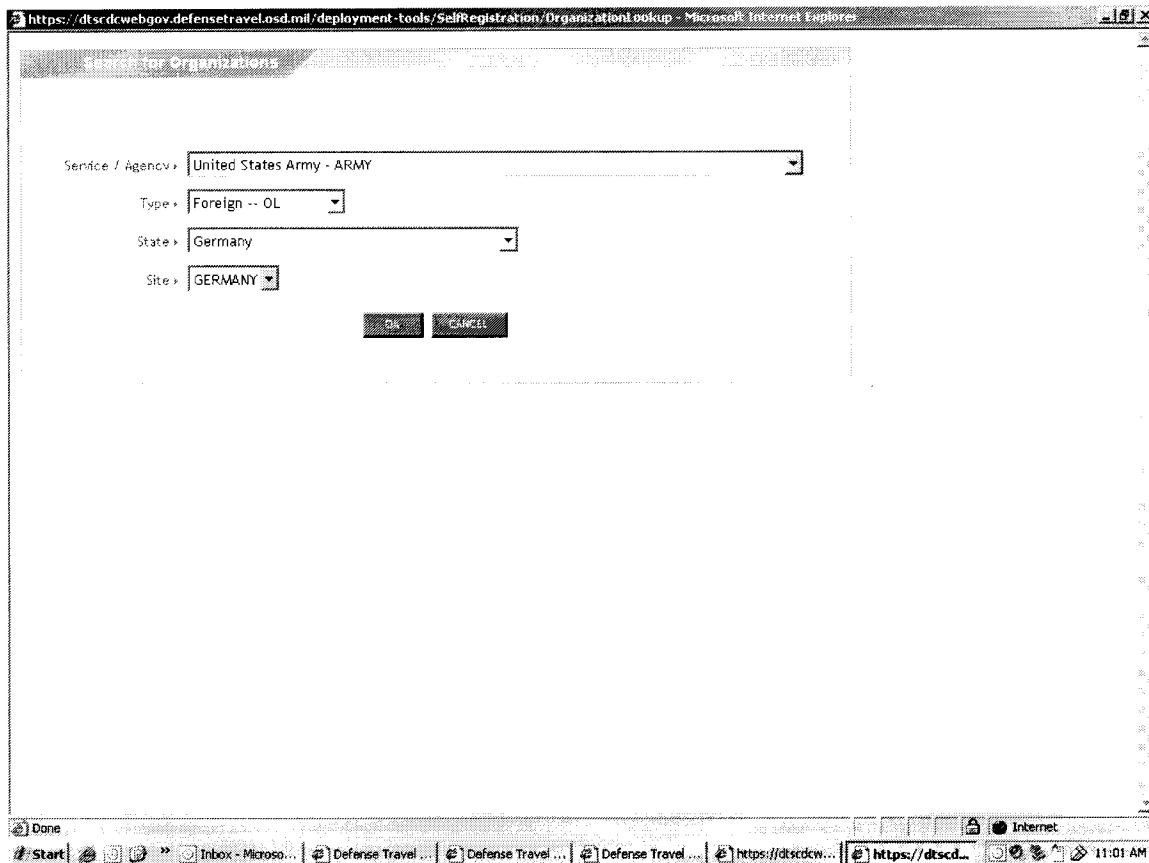
Work Hours > **8**

Emergency Contact Name >

Emergency Contact Phone Number >

11. Click icon to search for **Organization**

a) Service Agency will be: **Army** b) Type: **Foreign OL** c) State: **Germany** d) Site: **Germany**



12. You will then get a list of all the Organizations, select the one that corresponds to you. Scroll to bottom and select **"NEXT"** page if necessary. *See Below*

https://dtsdcwebgov.defensetravelosd.mil/deployment-tools/SelfRegistration/OrganizationLookup - Microsoft Internet Explorer

Select	EU2 TEAM K	ARMY	Germany
Select	EU2 TEAM L	ARMY	Germany
Select	EU2 TEAM M	ARMY	Germany
Select	EU5 TEAM A	ARMY	Germany
Select	EU9 MED DEN	ARMY	Germany
Select	EUROPE 9	ARMY	Germany
Select	F CERT HIERARCHY	ARMY	Germany
Select	G CERT HIERARCHY	ARMY	Germany
Select	H CERT HIERARCHY	ARMY	Germany

Service / Agency: United States Army - ARMY

Type: Foreign - OL

State: Germany

Site: EUROPE

Page 2 of 3 [FIRST](#) [NEXT](#) [LAST](#) 57 total rows [GO](#)

Done

Start | Inbox - Microso... | Defense Travel ... | Defense Travel ... | Defense Travel ... | https://dtsdcw... | https://dtscd... | Internet | 11:04 AM

Electronic Funds Transfer Data

13. Check Savings or Checking (**Only one**) then input 9 digit ABA number (routing number) followed by account number.

14. If you have a Government Credit Card input that information as well.

15. **Preference information** will be auto filled when you select your organization.


https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Format: 999999999, up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA


Account Type: ☐ Checking ☐ Saving ☒ None

Account Routing Number: 
Click on the icon for help


Account Number:

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

Advance Authorization: 

Account Number:

GOVCC Exp. Date: 
Format is mm/dd/yyyy

PREFERENCE INFORMATION

Printed Organization:

Present Duty Station:

Miles from Office to Airport:

Office Phone:
Format: 999-999-9999, up to 20 characters

Office Fax:
Format: 999-999-9999, up to 20 characters

Office Mail Stop:

Organization Email:

Unit ID (UIC/RUC/PASSCODE):

16. Passport information below is **not required**

FOREIGN TRAVEL INFORMATION

OFFICIAL (NO-FEE) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > * Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > * Click on the icon to select a value

Expiration Date > * Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > * Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > * Click on the icon to select a value

Done Internet

https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Birth Date > * Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > * Click on the icon to select a value

Expiration Date > * Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name >

Last Name >

Middle Initial >

Birth Date > * Format is mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country > * Click on the icon to select a value

Expiration Date > * Format is mm/dd/yyyy

SAVE CANCEL

Done Internet

17. Enter your German street address followed by Residence city and Zip.
Residence State /Country code will be “GM”. Click search icon, place option button to “ALL”, enter “GM” in CODE, search and select.
18. Miles from Home to Airport is optional
- 19 Residence phone is **required**. You may use a cell phone number. Fax number is optional.
- 20 Air Travel section is not required.

https://dtsproweb.defensetravel.osd.mil - 8001.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Field with "*" is a required field when you submit on the SELF-REGISTRATION PREFERENCE INFORMATION page.

RESIDENCE ADDRESS

* Residence Street 1

Residence Street 2

* Residence City

* Residence State / Country 
Click on the icon to select a value


Residence Zip / Postal Code


Miles from Home to Airport


* Residence Phone
Format: 999-999-9999; up to 20 characters

Residence Fax
Format: 999-999-9999; up to 20 characters

AIR TRAVEL PREFERENCES

Airport 
Click on the icon to select a value

Preferred Seating 

Special Meals 

Special Needs

https://dtsproweb.defensetravel.osd.mil - 8001.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FREQUENT FLYER

[-Add](#)

Edit	Delete	Frequent Flyer No	Airline	Member No	Member Status
No data in query results.					

LOGGING PREFERENCES

Preferred Lodging:

Lodging Special Needs:

RENTAL CAR PREFERENCES

Preferred Rental Car:

Rental Car Special Needs:

Personal Remarks:

SMOKING PREFERENCES

Smoker: ☒ No ☐ Yes

21. Once you have completed all required data click on save button (*see above*)
 You will see the screen below, click submit (*see below*).

https://dtsproweb.defensetravel.osd.mil - 8003.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Logged In As: GEORGE SHAW
Screen ID: 8003.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

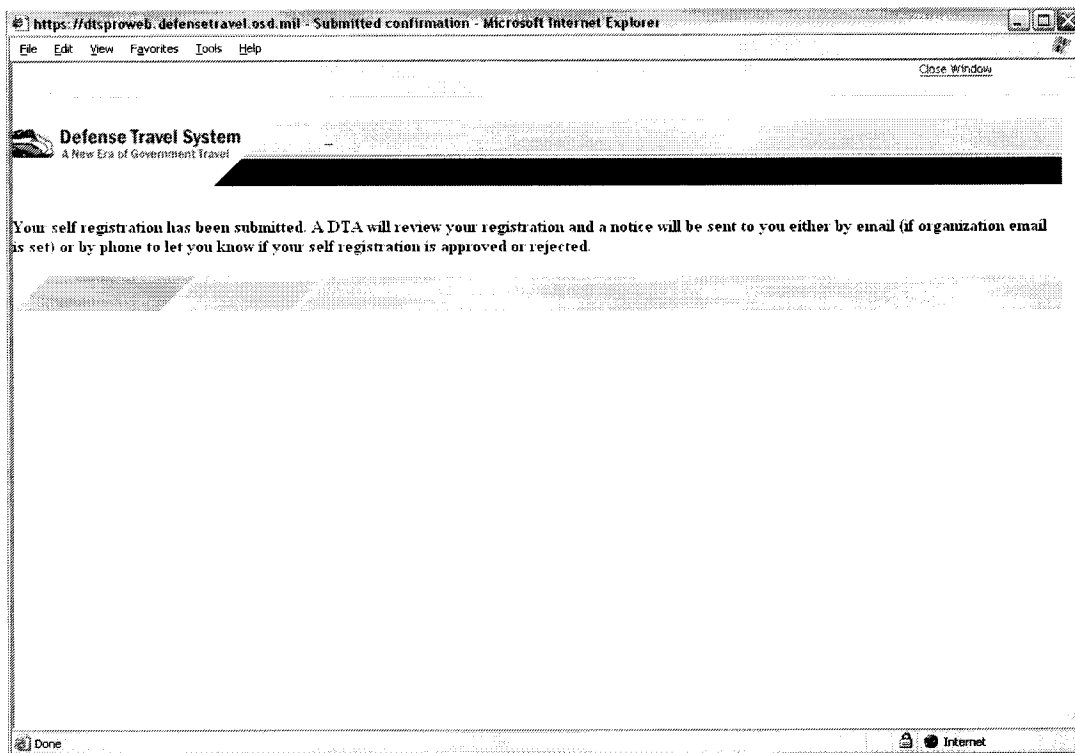
Home Recommended Information Preference Information **Self Registration Submit**

Current Date: 06-27-2006

You are going to submit the traveler profile to DTA.

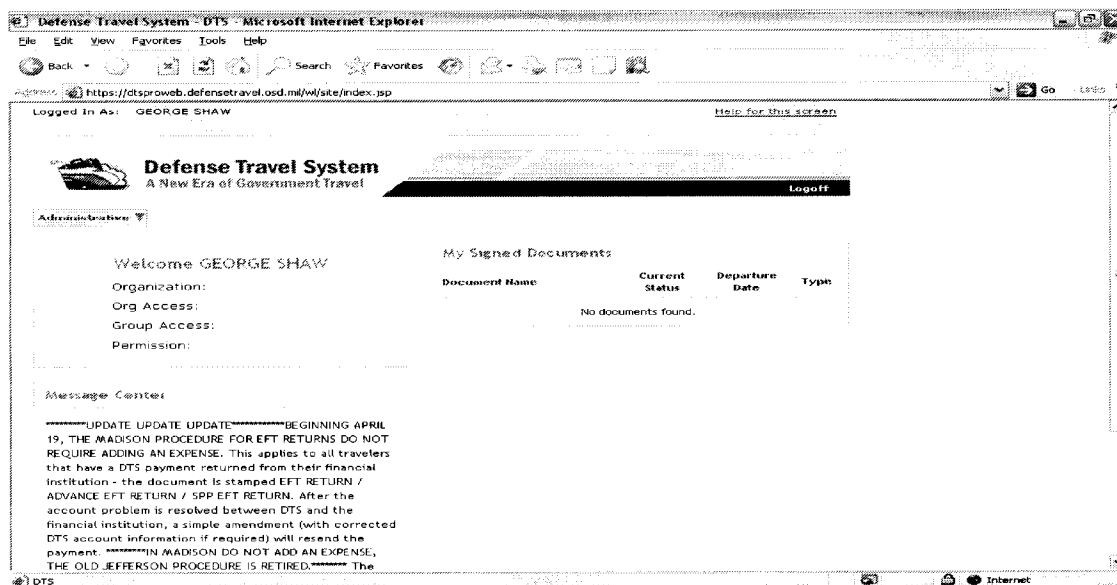
Done Internet

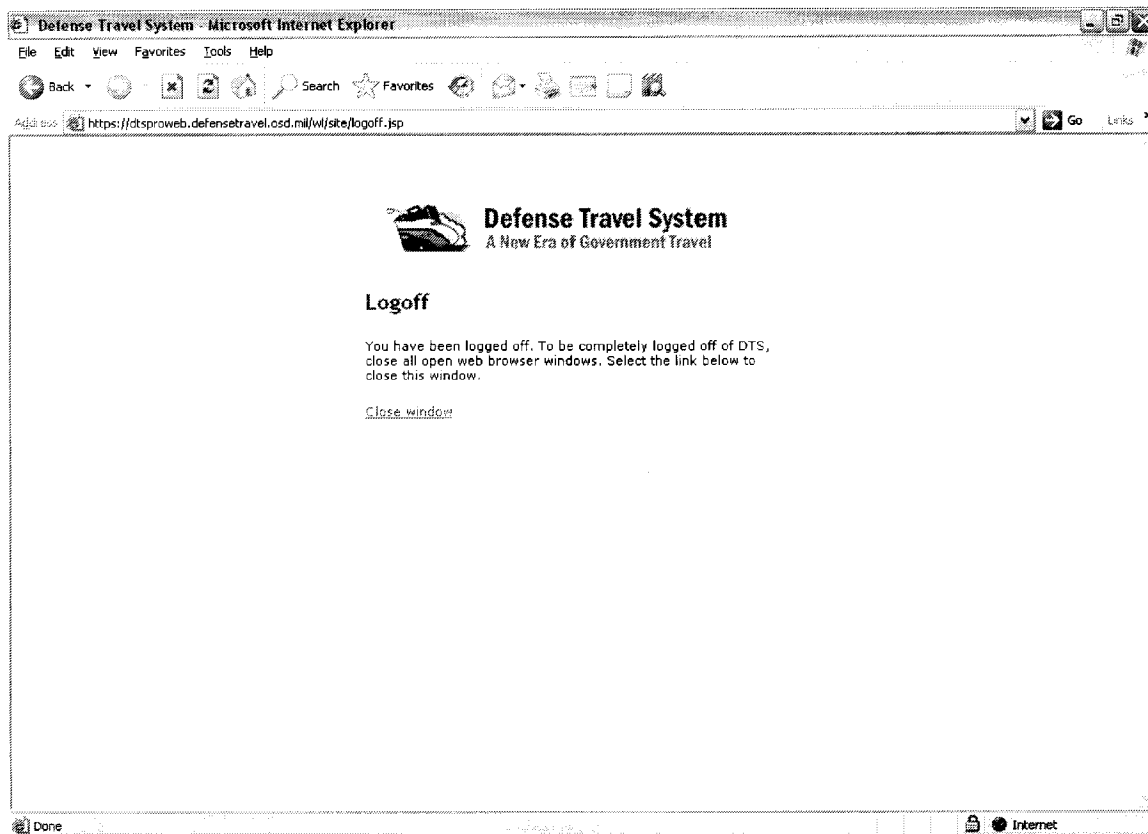
22. When your information is submitted, the system will notify your DTS administrator of your submission and he/she will go in and receive your account request. Once you are received you will get an email notification verifying your account has been established and is ready for use.



23. Click on the close window hyperlink.

24. You will be taken back to your home page. Please click the **Logoff** tab.





Logoff

Close window